



HEREFORD SIXTH FORM COLLEGE LIBRARY ASSISTANT

SPECIFICATION	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> • Experience of working in a Library or another front line service. • Experience of Microsoft Office packages 	<p>Experience of working within an educational environment</p> <p>Experience of working with young people</p>
Qualifications	At least 4 GCSE passes (or equivalent) to include Maths and English Language	
Skills and Attributes	<ul style="list-style-type: none"> • Ability to communicate easily with students and staff and maintain high standards of customer care • Good all round IT skills • Ability to work successfully on his/her own and as part of a small team • Ability to work accurately and systematically • Excellent oral and written skills • Ability to handle simple numerical calculations • Flexible and adaptable in relation to duties 	<p>Previous experience of customer facing environments.</p> <p>Ability to carry out research tasks using both print and on-line resources</p>
Other factors	<ul style="list-style-type: none"> • Ability to lift, carry and shelve books 	
	<ul style="list-style-type: none"> • Willingness to undertake Enhanced DBS check • Willingness to undertake Safeguarding training. 	